

9 May 1972

MEMORANDUM FOR: [REDACTED]
DC/OS/ST

25X1A

SUBJECT : Projected Requirements for CS Records
Courses & Request for Assistance

1. Since the CS Records courses were begun in 1966, the average number of students per year has been 372. Thus far in FY 72, attendance has been

CSR I	139	(five classes)
CSR II	107	(six classes)
CSR III	28	(four classes)
CSR & DO	<u>48</u>	(four classes)
	322	

One session of each course remains in this fiscal year. Assuming that these follow our previous averages for class size, the student total for FY 72 will be about 375.

2. There is little prospect of the student load decreasing. Looking to FY 73, we can count on a minimum of 150 students even before formal enrollment begins. All BOC candidates, for example, are required to take CSR I & II. SB Division sends at least three students to each session of CSR I & II, and ISD sends five. In addition to these, ISD/DIM (IS/DIM-72/38) has directed all Records Management Officers to ensure that new EODs will be scheduled "for CS Records I and in addition, if they will conduct name traces, CS Records II." How many people this entails is unknown, but as many as ten per month would fill our remaining student slots, leaving no room for anyone else.

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3. The requirements cited above bring the student load to the limit of what can be expected of one unassisted instructor, who also contributes regularly to six other courses. The problem cannot be met simply by increasing the number of runnings; neither can it be met by increasing class size. CS Records I is already so large that there are very few rooms in which it can be held, and competition for those rooms is strong. CS Records II, by its nature, cannot accommodate more than twenty students. Our only recourse appears to be having more frequent sessions of small groups, which can be fitted into regular size classrooms. This means an additional instructor.

4. I request that an assistant CS Records instructor be secured, and that he be brought in as quickly as possible, in preparation for next fall. He should be fairly senior, he should have some field operational experience, he should be familiar with CS Records principles and procedures, and he should have some background in computer techniques. The latter qualification is particularly important. Machine procedures have advanced in the CS to the point where we may expect substantial and far-reaching developments within the next two years. It is essential that whoever is chosen be familiar with machine record developments in the CS as they occur; that he understand how, and when, and why particular choices were made; and that he be thoroughly acquainted with the people in Systems Group and elsewhere who are responsible for the programs now under development.

5. It is quite possible that some of these qualifications can be developed on the job. Certainly, it is essential that both instructors be in constant touch with the people in ISD, in Central Reference Service, and at the various area desks to ensure that our instruction is as current as we can make it. However, the fact that there are two instructors to share the burden will not only make this possible, but will also permit occasional breaks during which the instructors can attend the refresher courses which they occasionally require.


Chief Instructor

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